#### STATE OF HAWAII

#### Accounting Manual

Volume III: Payroll Expenditures
Part 800: Appendix - Explanation and Related Sample Reports

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## SECTION 805: EXPLANATION OF THE TURN-AROUND SET OF NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

#### 1. Purpose.

- (a) The turn-around STATE DPS FORM 5 is generated by the computer, with some data-fields pre-recorded to facilitate the preparation of this form for the departments who subsequently submit them for payroll processing.
- (b) The pre-recorded data are based on the latest STATE DPS FORM 5 processed and accepted by the payroll system.
- (c) The following data-fields are not pre-recorded (Refer to EXHIBIT A).
  - Item 15 NATURE OF ACTION
  - Item 16 EFFECTIVE DATE
  - Item 17 CIVIL SERVICE OR OTHER LEGAL AUTHORITY
  - Item 25 TO: POSITION TITLE
  - Item 26 POSITION NO.
  - Item 27 OCC GRP CODE
  - Item 28 SALARY RANGE STEP
  - Item 29 PAY RATE
  - Item 30 ISLAND
  - Item 31 NAME OF EMPLOYING AGENCY
- 2. Prepared By. Data processing center for use by reporting departments.
- 3. Frequency. For each STATE DPS FORM 5 that is processed, a set of turn-around STATE DPS FORM 5 is printed on the next work day for distribution.
- 4. <u>Distribution</u>. Turn-around STATE DPS FORM 5's are routed from the data processing center to the departments which initiated the personnel action.
- 5. Input Procedure.
  - (a) If any of the pre-recorded data is to be changed, line out the original data and enter the new data in the same data field.
  - (b) Follow appropriate STATE DPS FORM 5 instructions issued by the Department of Personnel Services.

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